

Funding Guidelines

Funding Category	Items that will <u>not</u> be funded	Items that may be funded	
		Examples	Caps/restrictions on Individual Funding Category
Procurement of Goods / Services			
Works	<ul style="list-style-type: none"> Repair, maintenance and renovation fee 	--	N/A
Venue setup	<ul style="list-style-type: none"> Rental for a venue or facility for the organisation of activities or programmes at the premises currently owned, rented or managed by the applicant 	<ul style="list-style-type: none"> Rental for a venue for the organisation of activities or programmes Decoration and backdrop Rental for lighting and PA system Rental, decorations and prizes for game booths 	<ul style="list-style-type: none"> Ceiling is set at 30% of either the total approved grant or the total actual expenditure, whichever amount is lower. A maximum of \$850 per game booth
Souvenirs, prizes and gifts	<ul style="list-style-type: none"> Prizes or gifts in the form of cash, such as cheques or promissory notes Payments made to individuals as a reward for their participation Gifts intended for free distribution at any event 	<ul style="list-style-type: none"> Souvenirs and gifts of a token nature for participants as a recognition of their participation in planned activities Modest prizes for contests 	<ul style="list-style-type: none"> A maximum of \$2,000 for each set of both trophies and prizes.
Capital items	<ul style="list-style-type: none"> Computer hardware, photography or video equipment and furniture, etc. 	<ul style="list-style-type: none"> Computer software and educational material that are essential to the project implementation 	<ul style="list-style-type: none"> Justifications should be provided
Insurance	--	<ul style="list-style-type: none"> Premiums for public liability insurance Premiums for third-party liabilities 	<ul style="list-style-type: none"> Quotation must be provided
Hire of Service	--	<ul style="list-style-type: none"> Hire of coach, passenger van or launch for the transportation of 	<ul style="list-style-type: none"> A maximum of \$2,600 per coach or passenger van for each round trip

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		participants <ul style="list-style-type: none"> Hire of light goods vehicle for the transportation of goods Design and artwork 	<ul style="list-style-type: none"> A maximum of \$300 per each journey involving the hire of a light goods van For the launch hire, participants are required to pay 40% of the total charge
Publicity and Promotion			
Publicity / Publication	<ul style="list-style-type: none"> Re-printing of existing leaflets or education materials not funded by BHCF under the Project Uniform (including but not limited to cap, T-shirt, and badges) 	<ul style="list-style-type: none"> Production and printing of banners, posters, leaflets Postage Production of websites, mobile apps, along with the associated maintenance cost, etc. 	<ul style="list-style-type: none"> Ceiling is set at 20% of either the total approved grant or total actual expenditure, whichever amount is lower.
Opening / Closing / Award Presentation Ceremony	<ul style="list-style-type: none"> Meals 	<ul style="list-style-type: none"> Production of invitation cards Souvenirs for officiating guests Light refreshments 	<ul style="list-style-type: none"> Ceiling is set at 10% of either the total approved grant or total actual expenditure, whichever amount is lower.
Package Tour / Admission Fees			
Package tour / Admission fees	<ul style="list-style-type: none"> Class-based or school-based visits Travel outside Hong Kong Overseas participants are generally expected to pay for their own travel and living expenses for taking part in a local event/activity 	--	<ul style="list-style-type: none"> Participants are required to pay 40% of the charge/admission fees. A relaxation of this requirement may be considered if the target participants are, for example, underprivileged groups.

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Manpower			
Allowances and honorariums for engaging guests, speakers and specialists	<ul style="list-style-type: none"> Speakers who are staff members employed for the Project 	<ul style="list-style-type: none"> Lecture speaker 	<ul style="list-style-type: none"> \$580 per hour
		<ul style="list-style-type: none"> Tutor or workshop instructor 	<ul style="list-style-type: none"> \$515 per hour
		<ul style="list-style-type: none"> Workshop assistant 	<ul style="list-style-type: none"> \$290 per hour
		<ul style="list-style-type: none"> Registered guide hired for field trip 	<ul style="list-style-type: none"> \$810 for a half day trip \$1,620 for a whole day trip
		<ul style="list-style-type: none"> Docent 	<ul style="list-style-type: none"> \$215 per half day
		<ul style="list-style-type: none"> Food allowance for volunteers who work for more than 4 hours in a single day 	<ul style="list-style-type: none"> A maximum of \$85 per volunteer per day for working more than 4 hours in a single day, excluding preparation and travel time
		<ul style="list-style-type: none"> Travel allowance for volunteers who use public transport 	<ul style="list-style-type: none"> A maximum of \$45 for each event/activity
		<ul style="list-style-type: none"> Daily subsistence allowance for overseas guest speakers 	<ul style="list-style-type: none"> A maximum of HK\$800 per night, per person. This amount excludes flight expenses.
Administrative Cost			
Administrative and overhead costs (only for organisations that do not receive government subventions)	--	--	<ul style="list-style-type: none"> Ceiling is set at 10% of either the total approved grant or total actual expenditure, whichever amount is lower. A detailed breakdown of items must be provided
General expenses	--	<ul style="list-style-type: none"> Postage, stationery, printing and photocopying 	<ul style="list-style-type: none"> Ceiling is set at 10% of either the total approved grant or

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			total actual expenditure, whichever amount is lower. <ul style="list-style-type: none"> • A detailed breakdown of items must be provided
Specific or earmarked items that cannot be deployed flexibly for project implementation			
Supporting staff	<ul style="list-style-type: none"> • Engagement of additional supervisory staff or professionals to organise training courses for existing staff • The cost of deploying existing staff 	<ul style="list-style-type: none"> • Temporary/casual work on a one-off basis 	<ul style="list-style-type: none"> • Ceiling is set at 40% of either the total approved grant or total actual expenditure, whichever amount is lower.
Contingency	--	--	<ul style="list-style-type: none"> • It will be considered on a case-by-case basis and prior approval from the Government is required
External audit services for the preparation of the audited statement of accounts	--	--	<ul style="list-style-type: none"> • A maximum of \$20,000 per audit report

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